

~~SECRET~~

19 May 1961

MEMORANDUM FOR: SSA/HDS

SUBJECT : Proposed [REDACTED]

1. The attached proposed [REDACTED] is an attempt to lay out the policy in one single comprehensive format and (hopefully) reverse the universal, psychological reluctance to dispose of something which may just "prove useful some day". In this respect, it combines with the purge of old records which we will direct in conjunction with the 1961 inventory of [REDACTED] paper, a copy of which I am including for your information.

2. Since the accumulated paper we are talking about in this instruction is the stuff of life to many administrators, I am wary of getting too bogged down in detail during the coordination process. The purpose of this memorandum, therefore, is to request your office to handle the coordination in the HDS offices concerned. Actually, since this instruction was very carefully prepared and used previous written attempts to prepare a records schedule, it should be a fairly accurate representation of the views of the respective HDS offices. I have asked the Area Divisions to complete their coordination by 15 June in order that we may have this published and distributed [REDACTED] in time to coincide with the July inventory.

[REDACTED]  
DD/P Records Management Officer

Attachments:

[REDACTED]

P.S. Fortunately, [REDACTED] of the Office of the Comptroller has done the necessary with respect to our old Disposition Guide for Auxiliary Paper Holdings. I will have someone work with her directly to incorporate all of their suggestions into the Finance portion of this schedule and you, therefore, need not concern yourself with the coordination in that office.

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☐ INTERNAL  
USE ONLY

☐ CONFIDENTIAL

☒ SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300065-8

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

*DDP-4*  
*Rec. Supp*

25X1

FROM:

DD/P Records Management Officer

NO.

DATE

23 May 1961

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/RMS -   
604 1016 16th Street

*5/24*

*[Signature]*

2.

*fgh*

3. *[Signature]*

*7/76 -*

*[Signature]*

4. *File -*

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